Packaging & Labeling Guide

Avery Dennison Printer Solutions - Miamisburg

028028

PART NUMBER
126798

QUANTITY:
50

PURCHASE OR SHOP ORDER NUMBER:
190242-2

DATE:
2/02/10

H/W REV. LEVEL:
AT1

S/W REV. LEVEL:

PLANNER NUMBER: CLOCK #
3186

FASSON CBC FLUOR PINK PM/PM01/4B
19517   8.5
6143022 /01
7000

P.O. No. **64332**   RELEASE NO. **287**

LINE #   REVISION
1   AB

PART #:
117909

QUANTITY:
9

UL U.L. MATERIAL GRADE
Bayblend FR 110 702352 Gray

11-30-09 B

LBS

ITEM #   000997

QUANTITY PER PACK   LENGTH
5,000   1 INCH

COUNTRY OF ORIGIN   COLOR
KOREA   NATURAL

PART NUMBER
430010B

QUANTITY:
22000

PURCHASE OR SHOP ORDER NUMBER:

DATE:
04/21/10

H/W REV. LEVEL:

S/W REV. LEVEL:

PLANNER NUMBER: CLOCK #
3186

TC6037DP

:8
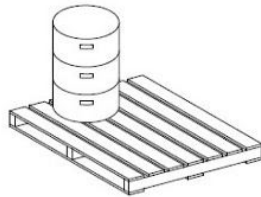
AVERY DENNISON

INTRODUCTION

Dear Supplier:

Avery Dennison Printer Solutions has made a tremendous investment in improving the efficiency of our operations. Part of that effort has been to improve our supply chain processes, including how we manage receipt of purchased materials.

In order for our receiving processes to operate efficiently, we need the cooperation of our suppliers. This guide has been developed to provide you with an explanation of our requirements.

The failure of a supplier to meet our requirements causes additional handling and manual processing that increases our operating costs and may be charged back to the supplier.

If you need additional time to implement the changes necessary to comply with the requirements defined in this guide, please contact your Avery Dennison Buyer immediately.

Sincerely;

Avery Dennison Printer Solutions

NOTES:

1. In some instances, requirements are defined in formal purchasing contracts. Where conflict exists, the requirements of those purchasing contracts supercede those of this supplier guide.

2. Additional terms and requirements are defined in our purchase order. Refer to appropriate insert for these terms and requirements.

CARTON & PALLET REQUIREMENTS

Suppliers are responsible for providing packaging to adequately protect product during shipping and handling, and for ensuring that products and packaging meet all applicable regulations. **All items are to be labeled with Avery item or part number to the lowest level possible based on our purchase order requirement, which could be Each, Pack, Box, M (1000), rolls, etc.**

Carton Requirements

Items packed and shipped in corrugated cartons must be in cartons conformant to the National Motor Freight classification, item 222 (truck) and/or the Uniform Freight Classification, rule 41 (Rail).

The minimum specifications for corrugated cartons are:

- 200lb/in$_2$ burst test or 32lb/in ECT for single wall
- 200lb/in$_2$ burst test or 42lb/in ECT for double wall

The maximum carton weight (weight of carton and contents) is 50 lbs. Bulk items packed in cartons must be arranged so the combined weight of the carton and contents meet this weight requirement.
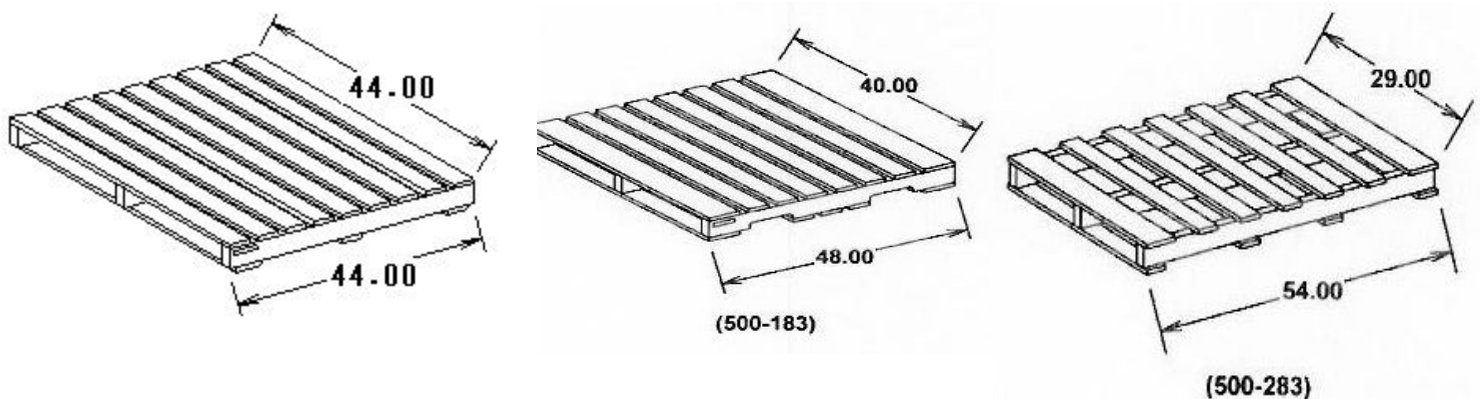
Pallet Requirements

NOTE: Outside the US must comply with ISPM15-treated pallets.

Avery Dennison's standard pallet size is 44" x 44" (see Figure 5.1). Pallets must meet specification and be made of sound all hardwood material, capable of safely carrying a maximum weight of 2200 lbs. There should be no loose, broken, or missing boards. All nail heads must be flush with the surface of the boards.

NOTE: Some paper items are permitted on pallets other than Avery Dennison's standard pallet size (44" x 44"). Prior approval is required for any new material to be shipped on a non-standard pallet.

Figure 5.1: Pallet dimension requirements

The height from the floor to the top of a load is not to exceed 44 inches. The maximum weight of pallet and load is 2200 lbs.

LABELING REQUIREMENTS

<u>Compliance Labeling</u>

Compliance labeling is one of Avery Dennison's most important requirements. Compliance labeling allows us to expedite receiving and processing. Shipments without compliance labeling must be processed manually, which increases our operating costs. These costs may be charged back to the supplier. **There are key external customers that require specific custom compliance label for their operation. This information will be conveyed through buyers or purchase orders.**

NOTE: If you are already using a bar code label, you may continue to use it. Simply add a second label with Avery Dennison's compliance labeling information.

Avery Dennison's Bar Code Requirements

Avery Dennison's compliance labels must use Code 39, with a character per inch density of 3.98 to 5.69. The minimum height for all bar codes is 0.50 inches. All other dimensions and fonts are at your discretion, except for the human readable Part Number, which must be at least 0.50 inches high. Quiet zones are unprinted area on either side of bar codes and must be a minimum of 1/4-inch.

NOTE: Code 39's character set has 43 data characters. It is possible to encode all 128 ASCII characters by selecting the Code 39 full ASCII feature. This is needed to enable the use of the slash in the date field and expiration field. **Other customer specific needs may be required.**

Information Required for Avery Dennison's Compliance Labels

Information	Shipping or Pallet Label	Carton Label	Pack Label	Bar Coded	Explanation
P.O.Number:	Yes	Yes	No	Yes	Numeric characters only
Release Number:	Yes	Yes	No	Yes	Numeric characters only
Line Number:	Yes	Yes	No	Yes	Numeric characters only
Revision:	Yes	Yes	Yes	Yes	Up to 3 alphanumeric characters. If an item has no revision level, put a dash (-) in this field.
Part Number:	Yes	Yes	Yes	Yes	Alphanumeric characters as stated on the Purchase Order. Do not add or delete characters. This field should be very large so it can be viewed from far away. (minimum 0.50 inches tall)
Quantity:	Yes	Yes	Yes	Yes	9 digit numeric characters. This is for the amount of items contained in the package, not the total quantity shipped. Do not add extra zeros to fill the field. The unit of measure must be in Avery Dennison's UOM, which is also on the P.O.
Date Shipped:	Yes	Yes	No	No	8 digit numeric characters. This field contains the two digit number representing the month, a slash, then the two digit number representing the day, a slash, and finally, two digit number representing the year.
Expiration Date:	No	Yes	Yes	No	5 digit numeric characters. This field is **only** for items with a shelf life. It contains the two-digit number representing the month, a slash, and the two-digit number representing the year. This field is not required if the item does not have a shelf life.
Package Number:	Yes	Yes	No	No	Contains the total number of packages sent with the package number (i.e., 1 of 3, 2 of 3, 3 of 3).
Package Weight:	Yes	Yes	No	No	Contains the weight of the package in pounds.
Serial Number	No	Yes	Yes	Yes	Alphanumeric characters
Mac Address	No	Yes	Yes	Yes	Alphanumeric characters

Packaging & Labeling Guide, Avery Dennison Printer Solutions

Shipping address/Pallet label

Precision Custom Products, Inc. 4590 CR 25N DeGraff, OH 43318	TO: AVERY DENNISON, RIS 170 MONARCH LANE MIAMISBURG OH 45342

P.O. No: **64332**	RELEASE NO. **287**
LINE #: 1	REVISION: **AB**

PART #:
117909

QUANTITY:
9

🅄🄻 U.L. MATERIAL GRADE

Bayblend FR 110 702352 Gray

11-30-09 B

PACKAGE COUNT: 009 OF 056	PACKAGE WEIGHT: 16 LBS

Carton label

P.O. No: **64332**	RELEASE NO. **287**
LINE #: 1	REVISION: **AB**

PART #:
117909

QUANTITY:
9

Individual pack label

Avery Part#, QTY, and UOM preferred

P/N: TC6037DP

REV:

QTY:8   Each

PALLETIZING REQUIREMENTS

Cartons

Do not mix parts on the pallet or in cartons. Load cartons on the pallet in an upright position and when possible with the corners vertically aligned. There is to be no overhang on the pallet. Cartons may be layered on the pallet to a maximum height of 44" measured from the floor to the top of the load (see Figure 5.2) unless specified otherwise in the purchasing agreement. Secure the load to the pallet with stretch wrap or shrink-wrap material. Mark pallets **"DO NOT STACK"**.

**Figure 5.2: Carton alignment on a pallet**
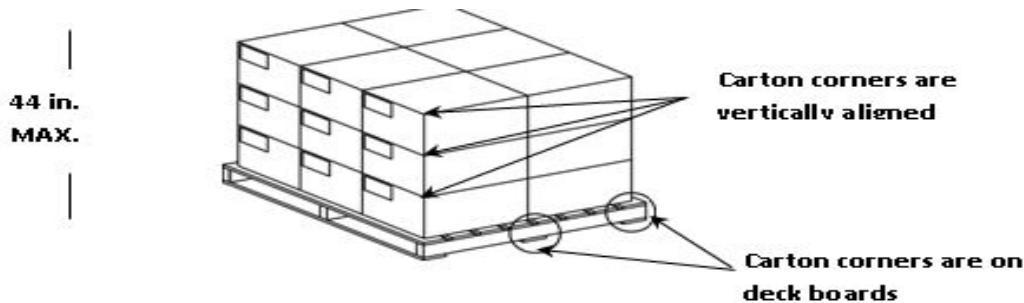
NOTE: Prior approval is required for pallet and load dimensions other than defined above.

Carton Labeling: Each carton is to be identified with the Carton or Package Label positioned in the upper left corner. These labels must be visible from the fork end of the pallet (see Fig. 5.3).

Pallet Labeling: Place the Pallet Label on the outside of the stretch wrap material on both fork entry sides of the pallet (see Fig. 5.3).

Figure 5.3: Palletizing & Carton labeling requirements

*Packaging & Labeling Guide, Avery Dennison Printer Solutions*
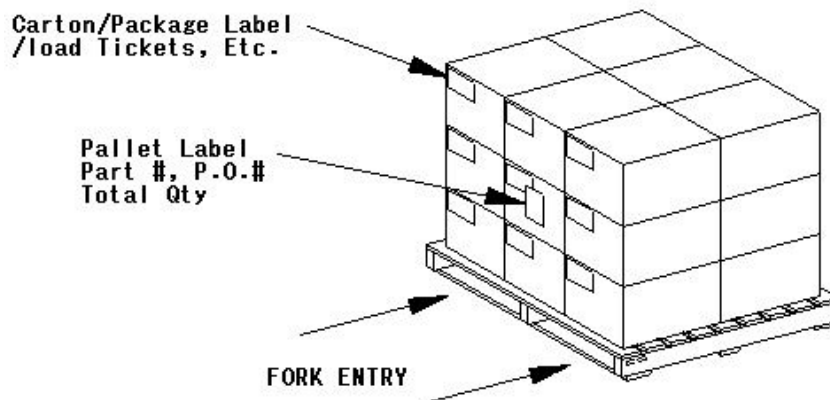
Paper Rolls

Individual roll weights are not to exceed **500 lbs**. The maximum weight for pallet and load is 2200 lbs. ***Do not mix different products on the same pallet, unless prearranged with Avery Dennison's Buyer.***

Paper rolls under 7,000 ft.: Are to be oriented on the pallet in a vertical position (see Figure 5.4) poker chipped. Maximum height of 44" measured from the floor to the top of the load. Pallet requirements 48" x 40" or 29" x 54".

Roll Labeling: Each roll is to be identified with the Carton or Package Label positioned on the roll so it is visible from the fork end of the pallet. Secure the rolls to the pallet with stretch wrap material. Place the Pallet Label on the outside of the stretch wrap material on the fork entry side of the pallet.

Figure 5.4: Palletizing & labeling requirements for paper rolls less than 7,000 feet
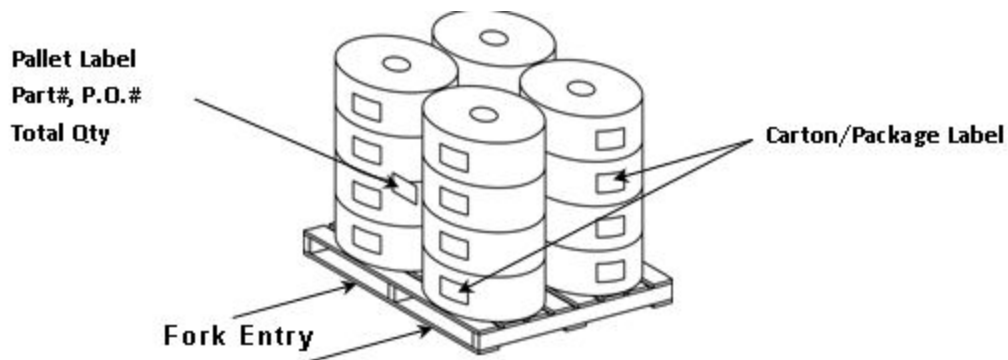
Paper rolls at 7,000 ft.: These are to be oriented on the pallet in a vertical position (see Figure 5.5). Rolls may be layered on the pallet to a maximum height of 44" measured from the floor to the top of the load. Rolls larger than 29" diameter should be placed on 48" x 40".

Roll Labeling: Each roll is to be identified with the Carton or Package Label positioned on the roll so it is visible from the fork end of the pallet. Secure the rolls to the pallet with stretch wrap material. Place the Pallet Label on the outside of the stretch wrap material on the fork entry side of the pallet.
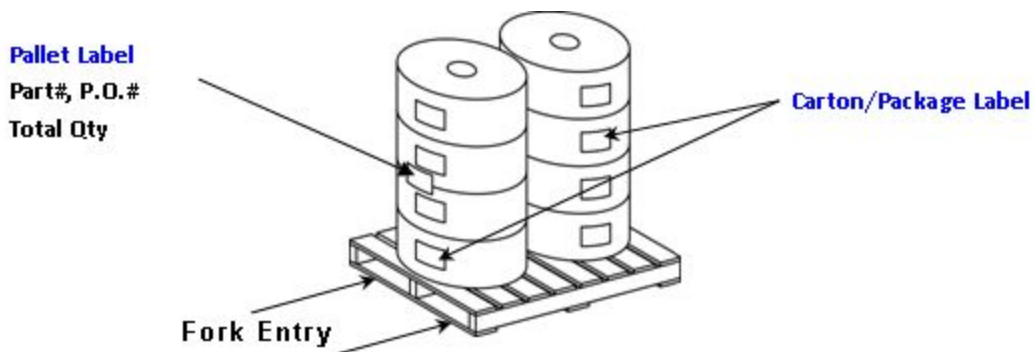
Figure 5.5: Palletizing & labeling requirements for paper rolls at 7,000 feet.

Paper rolls with a standard of 10,000 ft. or more: These are to be oriented on the pallet in a horizontal position and cradled on the pallet to prevent movement of the rolls (see Figure 5.6). Pallet size for these rolls may be 29" x 54" if rolls over 29" diameter should use 48" x 40".

Roll Labeling: Each roll is to be identified with the Carton or Package Label positioned on the roll so it is visible from the one side of the pallet. Secure the rolls to the pallet with stretch wrap material. Place the Pallet Label on the outside of the stretch wrap material on the fork entry side of the pallet.
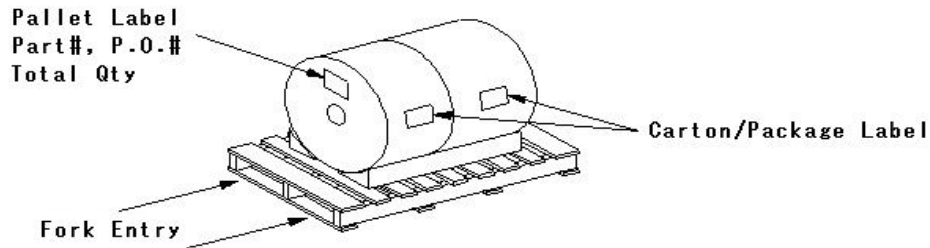
Figure 5.6: Palletizing & labeling requirements for paper rolls of 10,000 feet or more using a cradle pack


Paper rolls, board (tag) stock & face stock: These are to be bundled together and not placed on a pallet (see Figure 5.7). All bundled paper rolls are to have both ends of the core plugged.

Labeling: Each roll is to be identified with a Carton or Package Label. Place the Pallet Label on the outside of the bundle. The bundled package is not to exceed 40" in diameter, 40" in height, and 2,000 lb. total weight. **Unless prearranged with Avery Dennison's Buyer.**

Figure 5.7: Packaging & labeling requirements for paper rolls, board (tag) and face stock as a bundled roll
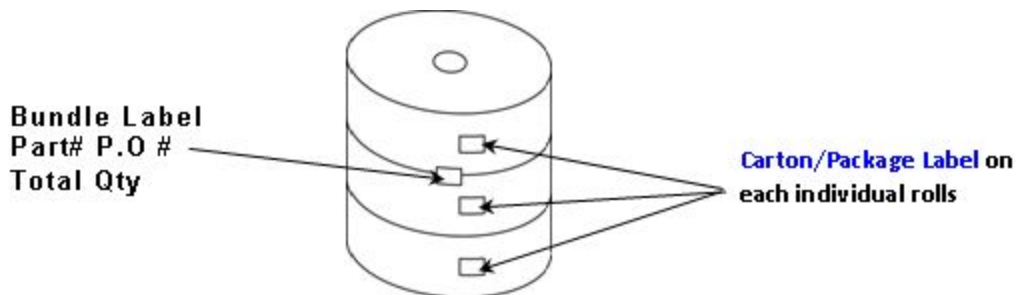
Additional Guidelines:

- Each pallet or bundle must be shrink or stretch wrapped.
- Where applicable, mark wrapped pallets with a **"DO NOT DOUBLE STACK"** label.
- Pallets must be secured during shipment so as to prevent shifting and potential damage during transportation.

Packaging & Labeling Guide, Avery Dennison Printer Solutions

Drums

Drums must be shipped on pallets and shrink-wrapped or banded for stability during shipment and handling. Loaded pallet dimensions must not exceed 48"L x 48"W x 44"H, or a total weight of 2,200 lbs (see Figure 5.8 and 5.9). Pallets should be of sufficient quality to withstand handling during shipping, storage and use.
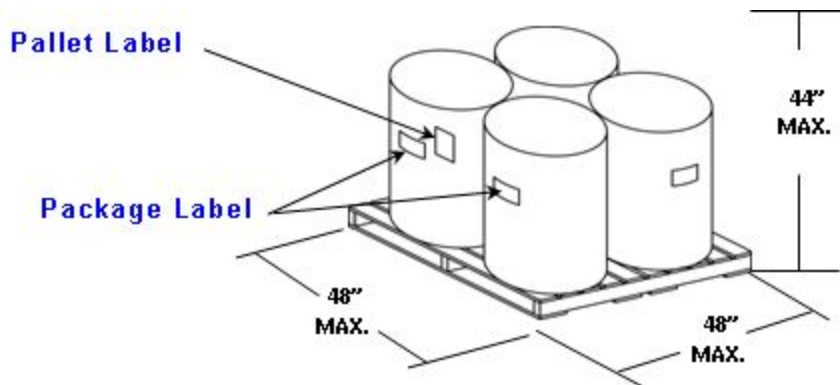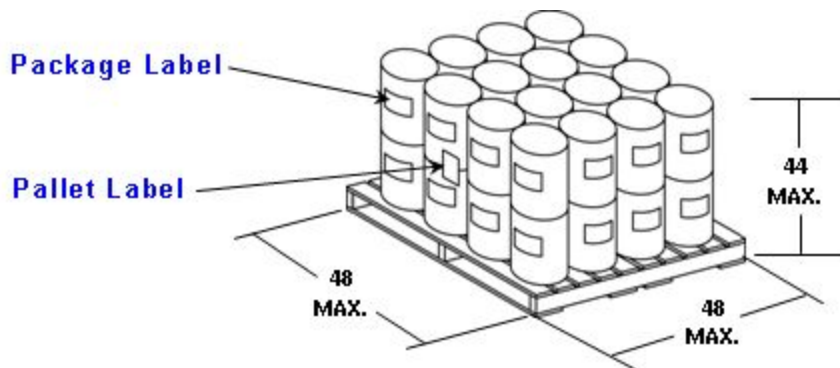
Figure 5.8: Labeling requirements for drum containers

Figure 5.9: Labeling requirements for small drum containers

Packing List Requirements

All shipments must include a packing list. The packing list is to be located on the outside of the first carton of the shipment, or on the outside of the stretch wrap or shrink-wrap material securing the load to a pallet. The packing list should be attached to the carton or pallet load in a transparent envelope, which has been marked as containing the packing list.

The packing list must contain at least the following information: ***must have Bar codes ***

●   **Date of shipment**
●   **Method of shipment (UPS, LTL, Truckload, etc.)**
●   **Supplier name and address**
●   **Ship-to address**
●   *****Purchase Order number*** - If more than one P.O. is included in the shipment, a separate packing list must be provided for each P.O.**

●   *****Line number *****
●   *****Our part number *****
●   *****Our Revision level*****
●   *****Quantity - with our unit of measure *****
●   **Number of cartons in the shipment**

CHARGES FOR PACKAGING & LABELING ERRORS

Packages received without proper labeling, packaging errors, palletizing errors, and documentation errors must be processed manually and adds to our operating costs. Suppliers will be assessed charges for non-compliant packaging and labeling. These charges will be deducted from your invoice.

ERROR	CHARGE PER SHIPMENT
No bar code, no label, label in wrong location, incorrect information on label such as: item #, unit of measure, PO, Release #, quantity, revision.	$100
Carton errors such as size problems, standard packaging in error, incorrect item sent.	$50
Documentation errors such as packing list not enclosed or not on the outside of shipment.	$100
Palletizing errors such as incorrect weight, height, not shrink/stretch wrap, defective pallet.	$50

DELIVERY REQUIREMENTS

In order for a shipment to be considered on time, it must arrive within the delivery window of 5-days early to zero days late. A Supplier Scorecard will issued to major suppliers. Details of Supplier Scorecard can be found in the Global Supplier Quality Manual.

Avery Dennison reserves the right to inspect all shipments for visible damage and Bill of Lading accuracy prior to releasing drivers or signing the delivery receipt. Visible damage will be noted on the Bill of Lading.

Receiving hours is 6:00 a.m. to 3:00 p.m., Monday through Friday.

Reminder: **After hour deliveries must be prearranged with Avery Dennison's Buyer.**
Avery Dennison's receiving department may refuse non-compliant shipments.

CERTIFICATES OF COMPLIANCE (COCS) AND CERTIFICATES OF ANALYSIS (COAS)

Chemicals

Chemical suppliers are required to submit a Certificate of Analysis (COA).

Electronics/Paper

Electronics and Paper suppliers are required to provide either a Certificate of Compliance (COC) or Certificate of Analysis (COA).

Other requirements:

- COCs/COAs can either be included with the shipping paperwork, or faxed or e-mailed directly to Avery Dennison purchasing department.
- A COC/COA is required for each discrete lot or batch of product in the shipment.
- (Chemicals only) If lots or batches are mixed, a COA must be generated for the composite.
- (Electronics only) Specific requirements for lot or serial numbering will be specified in Avery Dennison specifications or engineering drawings.

Special Requirements For Chemicals

In addition to the applicable requirements specified in the previous section, the following requirements apply to chemicals.

- A Safety Data Sheet (SDS) is to be included with the shipping paperwork for each product in a shipment.
- For drums, totes or other non-bulk containers, the lot or batch number is to be clearly marked on each container. For bulk shipment, it is to be marked on the COA(s) of analysis.
- Where shelf life of the product is one year or less, each drum, tote or other non-bulk container of the product must be marked with a "Use By" date.
- Packaging must be adequate to prevent damage during transit, storage and subsequent processing. Damaged containers will not be accepted and remain the responsibility of the carrier.
- Suppliers are to ship chemicals to Avery Dennison using agreed upon packaging and transportation method. Prior approval is required for any changes.
- Where applicable, the supplier is responsible for ensuring that product is not exposed to temperatures that might adversely affect the product, and for labeling products with labels to indicate appropriate storage requirements.
- Chemical suppliers are encouraged to maintain "retain" samples for at least one year from date of shipment.

Dangerous Goods

All hazardous materials must be packaged, marked and transported in accordance with DOT CFR49 for ground shipments, IATA DGR for air shipments and IMDG CODE for vessel shipments.

INVOICE REQUIREMENTS

As a minimum, your invoice must include the following information:

- Purchase order number with Release number if applicable
- Quantity billed
- Unit price
- Unit of measure
- Description of items
- Terms
- Remit to address

Revision History

Revision	Date
Original release	10/10/2017